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/s/ Douglas B. MacDonald
Secretary of Transportation

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Project Management

I. Introduction

The Washington State Department of Transportation (WSDOT) has refined its project management process for delivering Capital Transportation projects. This process includes “best practices”, tools, templates and examples and will enhance the communication process for both pre-construction and construction project management. The process, tools and templates can be found at:

<http://www.wsdot.wa.gov/Projects/ProjectMgmt>

II. Supersession

This Executive Order supersedes and replaces the following WSDOT documents:

- P 2010.00 *Managing Project Delivery – Using Quality Principles* dated August 25, 2000
- P 2011.00 *Managing Project Delivery - Providing Resources* dated August 25, 2000
- M 22-10 *Design Manual Chapter 140 Managing Project Delivery* dated January 2005

III. Purpose

WSDOT Management Principle: *Delivery and Accountability*

We shall manage the resources taxpayers and the legislature entrust to us for the highest possible return of value. We shall be disciplined in our use of both time and money. We shall account for our achievements, our shortcomings, and our challenges to citizens, to elected officials, and to other public agencies.

<http://www.wsdot.wa.gov/accountability/mgmtprinciples.htm>

IV. Executive Order

This Executive Order directs WSDOT employees to deliver capital transportation projects consistent with the principles and practices of the department's project management process. The project management process is defined at <http://www.wsdot.wa.gov/Projects/ProjectMgmt/>. Further direction:

A. Direction to Executives and Senior Managers

1. Ensure that the project managers they appoint possess the project management knowledge, skills and abilities required to deliver capital transportation projects.
2. Know the status of all of the projects assigned to them.
3. Plan for and provide appropriate resources to implement project management.
4. Review and endorse project management plans for each project.

B. Direction to Project Managers

1. Plan for and provide appropriate resources to implement the project management process.
2. Lead the project management process consistent with the principles and practices defined on the web site and on-line project management guide.
<http://www.wsdot.wa.gov/Projects/ProjectMgmt/>
3. Develop and document a project management plan for each project assigned to them.
 - a. Perform the roles and responsibilities as defined in the project-specific project management plan.
 - b. Report on Scope, Schedule and Budget as defined in the Project Control & Reporting Guide:
<http://www.wsdot.wa.gov/projectreporting/>

- 1) As they occur, all proposed project changes that break the approval threshold shall be submitted through the project control process using the appropriate Project Control Form (PCF).
- 2) Schedule progress and key milestones shall be kept up-to-date and reported compared to the planned baseline schedule.
- 3) All project status reports shall include at a minimum the status of the “total” project budget, costs, and forecasted cost-to-complete.

C. Direction to Project Team Members

Follow the project management process consistent with the principles and practices defined on the web site and on-line project management guide.

<http://www.wsdot.wa.gov/Projects/ProjectMgmt/>

1. Perform the roles and responsibilities as defined in the project-specific project management plan.
2. Endorse the work plan.

D. Direction to Specialty Groups

1. Provide the project manager with a schedule and estimate for the tasks assigned.
2. Follow the project management process consistent with the principles and practices defined on the web site and on-line project management guide.

<http://www.wsdot.wa.gov/Projects/ProjectMgmt/>

- a. Perform the roles and responsibilities as defined in the project-specific project management plan
- b. Endorse the work plan

E. Direction to Headquarters Design and Construction

Review the project management plan as part of the normal process reviews for pre-construction and construction documents.



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